# UALR FACULTY SENATE

Faculty Senate Meeting Agenda
Friday, January 29, 2016
12:30 PM until 2:45 PM
EIT Auditorium

I. Welcome and Roll Call

II. Review of Minutes

III. Reports

    **A.** Chancellor Search Committee – Donald Bobbitt

    **B.** Chancellor's Report – Joel Anderson

IV. Old Business

    None

V. New Business

    **A. Motion FS_2016_1**. Faculty Senate Executive Committee (Legislation. Requires three-fifths vote at one Faculty Senate meeting) To add to the Bylaws of the Faculty Senate the following language to allow limited eVoting by Faculty Senate Committees.

    **Be it resolved** that the following be added to Article III: Bylaws of the Faculty Senate of the Constitution of the Assembly of the University of Arkansas at Little Rock, **eVoting:** Committees of the Faculty Senate may render decisions on matters of routine business through asynchronous electronic means such as email (hereafter referred to a eVoting) provided that the committee follows the approved operating procedures by which it will conduct eVoting. Operating procedures for eVoting must be approved by the Faculty Senate.

    The deliberative process is the foundation of sound democratic governance. It is critically important that the use of eVoting is done in such a way that it does not undermine this process.

    **B. Motion FS_2016_2**. Faculty Senate Executive Committee (Legislation. Requires majority vote at one Faculty Senate meeting) General Operating Procedures for eVoting

    **Be it resolved** that the following policy be created,

General Operating Procedures for eVoting

Each committee wishing to use eVoting shall submit a proposal describing what matters may be decided by eVoting and the procedures that will be used to implement eVoting.

A Faculty Senate committee may render a decision on a "matter of routine business" through asynchronous electronic means such as email (hereafter referred to as eVoting) provided that it follows the rules outlined in this policy.

A "matter of routine business" is a matter that the committee encounters frequently in its operation and which the committee typically acts on with limited or no discussion. A policy decision or election cannot be considered as a routine matter of business.

Only members of the committee may propose an item to be decided by eVoting. The committee must specify the minimum number of members that must propose the item for it to be considered.

Any member of the committee may require a meeting and that the voting be done at the meeting by notifying the chair of the committee in writing after an item to be decided by eVoting has been communicated to the committee and before the end of the voting period. If there is a need to amend the item, then a meeting must be held.

The proposal must contain the following:
- all routine matters of business that the committee may consider through eVoting.
- the means by which an item to be decided by eVoting shall be communicated to the members of the committee. All members of the committee, including non-voting members, must be included in the communication of an item.
- how eVoting will be conducted (e.g., by email).
- the time period from the communication of the item by which the eVoting will be concluded.
- the required percentage of those voting that will be used to determine if an item is approved (majority) and the minimum number of the committee that must vote in order for an item to be approved (quorum).
- whether or not votes may be viewed by committee members during the voting
- how the result will be communicated to the committee


C. **Motion FS_2016_3**. Faculty Senate Executive Committee  (Legislation. Requires majority vote at one Faculty Senate meeting) Admission and Transfer Credit Committee eVoting Operating Procedures

Matters of Routine Business that may be considered by ATCC: individual student admission appeals

One member of the committee may request resolution of an item by eVoting by email-

ing the motion to the chair of the committee and the desire to resolve it through eVoting.

The chair of the committee will send the motion to all members of the committee by email, and members of the committee may issue a vote through email to all members of the committee within two business days from notification of the item by the chair.

Approval of items requires a majority of those responding, provided that no fewer than 2/3 of the committee have responded.

At the completion of the voting, the chair will notify the committee of the result, the number of respondents, and the tally.

**D. Motion FS_2016_4**. Faculty Senate Executive Committee (Admission and Transfer Credit Committee) (Legislation. Requires majority vote at one Faculty Senate meeting) Administrator Title Change for ATCC

Under Article III. Admission and Transfer Credit Committee, change

"…and the administrative officer in charge (or designee) of the Office of Admissions and Financial Aid, the Officer of Records and Registration, the Office of Transfer Student Services, university college/academic advising, and the Office of Testing services. An Admissions Office designee shall serve as Coordinator for the Admissions Committee proceedings."

to (underline indicates addition, strikethrough indicates deletion)

"…and the administrative officer in charge (or designee) of ~~the Office of Admissions and Financial Aid, the Officer of Records and Registration,~~ the Office of Transfer Student Services, university college/academic advising, and the Office of Testing Services, <u>and the Director of Admissions (or designee) and the Registrar (or designee)</u>. ~~An Admissions Office designee~~ <u>The Director of Admissions's designee</u> shall serve as Coordinator for the Admissions Committee proceedings."

VI. Committee Reports

    **A.** Judicial Policy Review –Adjoa Aiyetoro

    **B.** Council on Core Curriculum and Policies – Belinda Blevins-Knabe

    **C.** Undergraduate Council – Mike Tramel

    **D.** Graduate Council – Brian Berry

    **E.** Faculty Governance Committee – Pete Tschumi

VII.       Open Forum

Discussion: Skills in Major motion

**Whereas** the Faculty Senate approved a Skills in the Major requirement for programs as part of the Baccalaureate Degree Requirement legislation passed March 15, 2013, and modified by Legislation FS 2014_19 and FS 2014_30; and

**Whereas** the Skills in the Major legislation, as modified, provided that,

*Except in majors that must adhere to standards established by disciplinary ac-crediting agencies, major requirements must include courses or coursework ei-ther in or outside the department in*
- *Oral and written communication in the discipline*
- *Research methods, ethics, and critical thinking*
- *Technology;* and

**Whereas** the Skills in the Major legislation must be implemented by Fall 2016 (FS 2014_30); and

**Whereas** departments are the ones best suited to determine the specifics of their cur-ricula; and

**Whereas** the Higher Learning Commission (HLC) (see https://www.hlcommission.org/), which will next review UALR during 2019-2020, states, "The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs" (Criterion for Accreditation 4.2.2);

**Therefore be it resolved** that the Skills in the Major (SKIM) portion of the Baccalaure-ate Degree Requirements legislation shall be implemented in the following manner:

1. The *ad hoc* Skills in the Major Committee (hereafter, the Committee) shall be responsible for imple-menting the requirement.

2. The Committee shall consist of 12 members: 1 member each elected by the College of Business, the College of Education & Health Professions, and the College of Engineering & Information Technol-ogy; 2 members each elected by the College of Arts, Letters, & Sciences and the College of Social Science & Communications (the rationale for this being that 20 out of 25 of the affected programs lie within these two colleges); and 5 members with expertise in the skills represented in the requirement who shall be appointed by the Faculty Senate President. The Associate Vice Chancellor for Academ-ic Programs and Institutional Improvement shall serve *ex officio* without vote. Members shall serve 2-year-terms starting Fall 2016.

3. The Committee shall function through May 2018, at which time the Senate shall determine whether the Committee should continue *ad hoc*, should be converted to a standing committee, or should have its responsibilities transferred to the Core Council, creating a single body responsible for General Education at all levels at the University.

4. To implement the requirement, departments covered under the legislation (i.e., bachelor's programs that are subject to a disciplinary accrediting agency) shall be asked to report to the Committee about the current state of instruction in the SKIM areas, about the evidence they're collecting regarding student outcomes in the areas, and about curricular changes they are considering relevant to SKIM. (See Attachment for the programs that are covered as of January 2016.) In reviewing these reports, the Committee's role shall be to determine whether departments are meeting the requirement, *not* to evaluate how they are doing so. The Committee shall also be asked to identify trends and to assist in providing resources for faculty through a centralized website or Blackboard shell, workshops, and/or meetings. The Committee shall report its findings to the Faculty Senate.

5. The Committee shall establish an implementation schedule. In order to eliminate duplication of ef-fort and reduce faculty workload, every effort shall be made to coordinate this schedule with sched-ules regarding curricular review set by Core Council, by any of the colleges, or by the university as

a whole.

6.  The Committee shall propose a long-term schedule so that by 2019-20, the year of the HLC accreditation report and visit, sufficient meaningful data will have been reported and analyzed so the University can identify where it stands with respect to its SKIM goals. The expectation is that by that time, all affected programs will have meaningful data to report regarding at least one of the SKIM areas.

VIII.   Adjourn

**Attachment: Programs Covered Under the Legislation – as of January 2016**

**Arts, Letters, and Sciences**

| | |
|---|---|
| Biology | BS |
| English | BA |
| Environmental Health Sci. | BS |
| History | BA |
| Interdisciplinary St. | BA |
| Mathematics | BA |
| Mathematics | BS |
| Philosophy | BA |
| Physics | BA |
| Physics | BS |

**Business and Administration**

**Education and Health Professions**

| | | |
|---|---|---|
| Communication Sciences & Disorders | BS | MS is accredited, but not BS |
| Health, Human Perf., and Sports Management | BS | |

**Engineering and Information Technology**

| | | |
|---|---|---|
| E-commerce | BS | Benton program; through Info. Science Dept Information Assurance program in Computer Science |
| Professional Studies | BPS | |
| Web Design & Development | BA | Info. Science Dept. |

**Social Sciences and Communications**

| | | |
|---|---|---|
| Anthropology | BA | |
| Applied Science | BAS | Deans Office  completer, 2+2 program |
| Criminal Justice | BA | |
| International Studies | BA | |
| Mass Communication | BA | |
| Political Science | BA | |
| Prof. & Technical Writing | BA | |
| Psychology | BA | |
| Sociology | BA | |
| Speech Communication | BA | |